



City of South Bend

Vacancy Announcement

Post Date: Tuesday, April 14, 2015

Closing Date: Until Filled

CAMP AWARENESS – COUNSELOR (Izaak Walton League)

Category: Seasonal

Department: Parks & Recreation

Reports To: Program Supervisor

Shift: Varied schedule Monday-Friday, 7:45 AM-5:00 PM.

Pay Rate: \$8.00/hr. (non-exempt)

Position: SUMMARY

Plans, organizes, implements, and conducts planned programs at Camp Awareness, an outdoor day camp held at the Izaak Walton League.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Performs special nature activities and programs as assigned.
- Ability to learn new activities and programs; instruct and implement.
- Assumes duties such as: skits, storytelling, camp hikes, fire wood, making campfires, making bug juice, stream stomp, etc., as requested by the Director.
- Responsible for making sure the CAMP Plan is followed and insure that crafts and sports are ongoing during camp hours.
- Responsible for maintaining clean facilities.
- Responsible for designing and implementing rainy day activities.
- Responsible for direct safety, care, and enjoyment of the campers.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes additional responsibilities as required.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS

- Prefer high school graduate or equivalent with two years' experience in an outdoor camp setting.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Must have leadership experience.
- Must be creative, imaginative, spontaneous, enthusiastic, resourceful, and extremely flexible.
- Must enjoy working with youth ages 7-12.
- Ability to communicate directions or instructions to groups of people.
- Ability to deal effectively with the public, children, parents, and care givers.
- Excellent communication skills.

CERTIFICATES, LICENSE, REGISTRATION

- Valid driver's license.
- Current CPR and First Aid Certification.

EQUIPMENT

Telephone, automobile, sports equipment, and recreational equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk, or hear. The employee is required to walk, use hands to finger, handle, or feel objects, tools, and controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, run, or crawl. The employee must be able to stand or sit for long periods of time. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed outside. Weather conditions can be normal to extreme hot or cold, wet or dry. The noise level in the work environment is moderately loud. Entire camp area is smoke free. Might be required to work with special needs/behaviorally challenged children.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required

Criminal Background Check Required